How to Enroll in AMPS
If you have any questions while completing this guide, please call the AMPS helpdesk at (855) 352-0001 (option #2) first, then the LESO at (800) 532-9946 if additional assistance is required.

[Click HERE for access to AMPS]
If this is your first time in AMPS, click "First Time User? Click Here to Register".
A prompt to enter your email address will appear next. You should receive an email shortly thereafter with a link. The link is only valid for one hour.
Once received, the email will contain a link. The link directs you back to the AMPS website to continue the registration process.
Click "Public" user type. Even if you are a Federal Agency you will still click "Public". If you click "Federal Agency" it will cause problems with your access.
Account Management and Provisioning System (AMPS)

DIA Privacy Act Statement


Principal Purpose(s): Information is used to validate a user's request for access into a DLA system, database or network that has its access requests managed by AMPS.

Routine Uses: Data may be provided under any of the DoD "Blanket Routine Uses" published at http://dpdc.defense.gov/privacy/SORNs/blanket_routine_uses.html.

Disclosure: Disclosure is voluntary; however, if you fail to supply all the requested information you will not gain access to the DLA - Account Management and Provisioning System (AMPS) database. Your identity/security clearance must be verified prior to gaining access to the AMPS database, and without the requested information verification cannot be accomplished.


Click “Accept”
• Note: User’s first name (use full name- no nicknames or initials) should match the user’s first name provided on latest approved LESO application.

Enter all of your information next to the asterisks (required fields) and then click “Next”.

Phone number will have “.” in between numbers. Example 555.555.5555
Select 3 security questions and type in your answers. Then create a password. Please make sure you follow the rules listed to the right. An example for a password is LESO#123leso#123. Once you are finished click "Next".
AMPS Website

Select “Create Account”
Once a user has created their account in AMPS, they will now need to login and request the one required role to gain access to the RTD Web System (DLA Disposition Prod – RTD Customer DDS-413)

You will then receive your login name. Please make note of this.
Click “Click HERE for access to AMPS”
Click “Request Role”
Requesting Roles

Click “Accept”
Verifying Requesting Roles

Verify all your information is correct and click “Next”. If your information is not correct please correct it and then click “Next”.

Note: This might say "DLA" it should say “DLA External." If this does not say DLA External, please contact the AMPS help desk for assistance at 855-352-0001, option 2.
Type “DDS-413” in the Role Name field and then select “Search”. The role will appear in the below “Select a Role” box.
Requesting Roles

Select “DLA Disposition Prod – RTD Customer DDS-413” from the left and move it over to the right by clicking the arrow pointing to the right. Then click "Next".
Requesting Roles

Type in your justification. Example: Need for LESO Program. Then click "Next" in the upper right-hand corner.
Requesting Roles

Defense Logistics Agency Account Management and Provisioning System (AMPS)

Roles Request Summary

Please review the information below before submitting this request.
Use the Back button to change any information, and use the Submit button to complete this request.

User: Test Account
User ID: ETA0231
Organization: DLA External

Requested Role(s): DLA Disposition Dev - BO NON_SASP
Customer DDS-601
DLA Disposition Prod - RTD
Customer DDS-413

Justification: Need to requisition property

Comments

Attachments

Click “Submit”
Two emails will be received.
  – The first will be a notification of the role submittal.
  – The second will be a notification that the role request has been approved.

The approved role is necessary to access the Reutilization Transfer and Donation (RTD) Web External Business Portal. RTD Web gives Law Enforcement Agencies (LEA) the opportunity to requisition property to support the mission of upholding laws and public safety efforts.

When the second email is received, wait about 1 hour before trying to sign into RTD, but not more than 8 hours. Otherwise, a password reset may be required.

Also, if an error message, such as “User Authentication Failed” is received when trying to log into the RTD Web External Business Portal, a password reset in AMPS will be required.

Follow the next slides to reset the AMPS password.
RTD Password Reset

https://amps.dla.mil/oim

Click “Click HERE for access to AMPS”
Type in your User ID and Password and then click “Login”.

Note: If the User ID or Password is not known, please select applicable link and follow the screen prompts.
Click on “MY INFORMATION”
RTD Password Reset

Click on “CHANGE PASSWORD”
RTD Password Reset

This box will appear with a grey background.

1. Enter old password
2. Enter new password
3. Confirm new password
4. Click “OK”

After clicking “OK”, a notification that the password was changed successfully will appear and an email notification of the password change will be sent.
Questions?

• Please contact your respective State Coordinator’s Office with any questions. To find your State Coordinator contact information, visit the below website:
